

# NOTICE TO PROCEED

10 September 2019

PO No. 19-00591-CSE  
NOA No. 2019-PSNOA174-BACNOA3-PS

**JOHANN KIRBY T. SY**  
**LAMCO PAPER PRODUCTS CO., INC.**  
1407 Quezon Ave.  
Quezon City

**Dear Mr. Sy:**

The attached Purchase Order having been approved, notice is hereby given to **LAMCO PAPER PRODUCTS CO., INC.** that performance on **Supply and Delivery of Paper, Multicopy, Legal for the Procurement Service (PS)** for the following items under **PB 19-191-3** shall commence effective on the date of receipt of this Notice:

ITEM NO.	ITEM/DESCRIPTION	QTY	UOM	UNIT PRICE	AMOUNT
1	<b>PAPER, MULTICOPY, 80gsm (-3%), Size: legal, 216mm x 330mm, Brand: Office Pro</b>	<b>1,165,737</b>	reams	<b>₱174.44</b>	<b>₱203,351,162.28</b>

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Purchase Order and in accordance with the Delivery Schedule.

Please acknowledge receipt of this notice by signing on the space provided below.

Very truly yours,

SGD.  
**ELISA MAY ARBOLEDA-CUEVAS**  
Executive Director

Date of receipt of this Notice: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
**PROCUREMENT SERVICE - PhilGEPS**

PS-DBM Complex  
 Cristobal St., Paco  
 Metro Manila  
 Tel. Nos 563-93-61  
 689-7750 loc. 4020

# CONTRACT/PURCHASE ORDER

No. **PO19-00591 -CSE**

To: **LAMCO PAPER PRODUCTS CO., INC.**  
 1407 Quezon Avenue,  
  
 Quezon City  
 Metro Manila

Date September 10, 2019  
 Reference: PUBLIC  
**BIDDING No. PB No.19-191-3**  
 Date of PB: 07/12/2019

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. XXX dated XXX subject to the Terms and Conditions enumerated at the back hereof:

Item No.	ITEM and DESCRIPTION/SPECIFICATIONS/STOCK No.	QTY	UNIT	UNIT PRICE	AMOUNT
1	PAPER, MULTICOPY, Legal, 80gsm	900,000	REAM	174.44	156,996,000.00
2	PAPER, MULTICOPY, Legal, 80gsm Brand: Office Pro	265,737	REAM	174.44	46,355,162.28
<p>For complete and detailed specifications, please refer to the attached Technical Evaluation Report which form part of this Purchase Order.</p> <p>The inspections and tests that will be conducted shall be in accordance with Section VII. Technical Specifications.</p> <p>For every batch of delivery, three (3) reams shall be submitted to Inspection Division for replacement of the quantity subjected to destructive tests.</p> <p>A warranty security in the form of either retention money or special bank guarantee equivalent to at least 1% of the</p>					

09-10-0591

TOTAL AMOUNT ₱ 203,351,162.28

PLACE OF DELIVERY:  
  
 Refer to the Project Sites listed above.

DELIVERY INSTRUCTIONS:  
  
 Please refer to the above Delivery Instructions.

*sgd* ALLAN RAUL M. CATALAN  
 ACCOUNTANT

*sgd* ELISA MAY ARBOLEDA - CUEVAS  
 DIRECTOR

Purchase Order received and accepted subject to the Terms and Conditions enumerated at the back hereof.

**LAMCO PAPER PRODUCTS CO., INC.**      **JOHANN KIRBY T. SY**  
 NAME OF SUPPLIER      AUTHORIZED REPRESENTATIVE (SIGNATURE OVER PRINTED NAME)      DATE RECEIVED      DUE DATE

COPY FOR: SUPPLIER



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	<p>payment on the contract price shall be required for a period of three (3) months after acceptance.</p> <p>Subject to Expanded Withholding Tax, Final Withholding Tax and Other Percentage Taxes Reference: R.A. 9337, Revenue Regulation Nos. 16-05, 14-02, 12-01 &amp; 2-98.</p> <p>Please submit DR/Invoice &amp; Copy of P.O to the Inspection Division after direct delivery of this item.</p> <p>Please submit Warranty Certificate, if applicable.</p> <p>As a precondition for payment submit authenticated import documents per DOF Order No. 87-91, if applicable.</p> <p>The following documents shall be deemed to form and be read and construed as part of this Purchase Order, viz:</p> <p>a) the Supplier's Bid, including the Technical and</p>				

09-10-0591 TOTAL AMOUNT ₱ **203,351,162.28**

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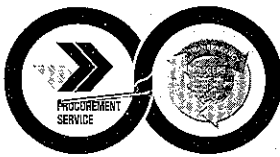
*sgd* **ALLAN RAUL M. CATALAN**  
 ACCOUNTANT

*sgd* **ELISA MAY ARBOLEDA - CUEVAS**  
 DIRECTOR

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 NAME OF SUPPLIER AUTHORIZED REPRESENTATIVE (SIGNATURE OVER PRINTED NAME) DATE RECEIVED DUE DATE

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	<p>Financial Proposals, and all other documents/statements submitted (e.g. bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity's bid evaluation;</p> <p>b) the Schedule of Requirements;</p> <p>c) the Technical Specifications;</p> <p>d) the General Conditions of Contract;</p> <p>e) the Special Conditions of Contract;</p> <p>f) the Performance Security; and</p> <p>g) the Entity's Notice of Award</p> <p>PROJECT SITES:            PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila; and End-User Agencies within Metro Manila, Antipolo, Imus, Cavite and Pampanga.</p> <p>DELIVERY INSTRUCTIONS:            1st - 194,290 reams - within 30 calendar days from receipt of</p>				

09-10-0591

TOTAL AMOUNT

₱ 203,351,162.28

PLACE OF DELIVERY:

Refer to the Project Sites listed above.

DELIVERY INSTRUCTIONS:

Please refer to the above Delivery Instructions.

*sgd.* **ALLAN RAUL M. CATALAN**  
 ACCOUNTANT

DATE

*sgd.* **ELISA MAY ARBOLEDA - CUEVAS**  
 DIRECTOR

DATE

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**LAMCO PAPER PRODUCTS CO., INC.**

**JOHANN KIRBY T. SY**

NAME OF SUPPLIER

AUTHORIZED REPRESENTATIVE  
 (SIGNATURE OVER PRINTED NAME)

DATE RECEIVED

DUE DATE

COPY FOR SUPPLIER

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	NTP; 2nd - 194,290 reams - within 30 calendar days thereafter; 3rd - 194,290 reams - within 30 calendar days thereafter; 4th - 194,290 reams - within 30 calendar days thereafter; 5th - 194,290 reams - within 30 calendar days thereafter; 6th - 194,287 reams - within 30 calendar days thereafter.				

09-10-0591 TOTAL AMOUNT ₱ **203,351,162.28**

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*sgd*  
**LAMCO PAPER PRODUCTS CO., INC.**  
 ACCOUNTANT \_\_\_\_\_ DATE \_\_\_\_\_

*sgd*  
**ELISA MAY ARBOLEDA - CUEVAS**  
 DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

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